

## **Standard Operating Procedures for an Appeal to the Stormwater Advisory Board**

1. The applicant is to provide a written request, preferably in an electronic format, to appear before the Stormwater Advisory Board.
2. In the request provide an introduction, narrative, background, proposed development, waiver request and waiver justification to the appeal.
3. Upon receipt of the request we will forward the submittal packet to the Board and a time will be determined to hear the request. Since our Board meets only quarterly, the Board has agreed to meet within 4 weeks from the date of receipt of the submittal.
4. Lexington County will follow up with the applicant via email of the date and time for the hearing.
5. The Chair of the Advisory Board will provide the specifics for the hearing. Lexington County will present the facts as known about the property and/or surrounding property and answer any questions. The applicant will be given time (approximately twenty (20) minutes) to present their request and answer questions. The applicant will be excused after their presentation and question time.
6. The Board will have up to twenty (20) days to present their recommendation to the Director of Public Works.
7. Lexington County's Director of Public Works will have an additional ten (10) days to give the applicant the final determination of the request.